



REQUEST FOR DEMOTION*

*AFSCME Settlement Article 19 – Transfers

State Form 51545 (12-03)

Name of Employee Requesting Demotion	Seniority Date
Home Mailing Address (number and street, city or town, state, ZIP Code)	
Home Area Code and Telephone Number	

I hereby request a demotion to:

Agency NOT APPLICABLE – AFSCME Article 19 demotions must be in same agency, same facility, and same job family as current position.	Department	
Shift	Location NOT APPLICABLE – AFSCME Article 19 demotions must be in same facility as current position	
Job Title	Class Code	Posting Number
List any special training or qualifications that you have for this position:		

Information about your current job:

Agency	Department	
Shift	Location/Work Site	
Job Title	Class Code	
Have you exercised AFSCME Article 19 rights to transfer or demote in the past six (6) months? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Signature of Employee	Date
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Human Resources Verification

Class Code & PCN of Current Job	Current Job Info Verified? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Class Code & PCN of Requested Job	Same Job Family? <input type="checkbox"/> Yes <input type="checkbox"/> No	Same Work Site? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Request Received	Request timely? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Employee is eligible for this request <input type="checkbox"/> Employee is NOT eligible for this request		
Name of HR Staff Verifying Info	Signature	Date

AFSCME ARTICLE 19
TRANSFER

Section A.

1. Transfer shall be defined as the change of an employee from one position to another in the same classification which also involves a change in shift, schedule, district, unit, building or ward.
2. Employees seeking a transfer or shift change within their transfer unit, as defined in this Article, must complete a Request for Transfer form provided by the State. When a vacancy occurs that the State seeks to fill, and provided that the vacancy is not filled from the recall list or through demotion, or the return to status of an employee on a promotional working test, the State shall select the employee within the transfer unit with the most state seniority who meets the State's position qualifications. In addition to job bank postings, vacancies will be posted within the transfer unit for at least seven (7) working days.
3. If the vacancy described above is not filled under Section A(2), the State shall select the employee within the agency and classification wherein the vacancy exists who has the most state seniority and who meets the State's position qualifications. An employee must have completed a Request for Transfer form provided by the State to be eligible for the transfer hereunder.
4. If the vacancy described above is not filled under Sections A(2) or A(3), the State shall select the employee within the classification who has the most State seniority and who meets the State's position qualifications. An employee must have completed a Request for Transfer form provided by the State to be eligible for the transfer hereunder. Employees may only transfer from merit to merit or non-merit to non-merit agencies.
5. If the vacancy described above is not filled under Sections A(2), A(3), or A(4) the State shall select the most senior employee within the same job family and facility who has requested a demotion into such vacancy.
6. The foregoing provisions shall in no manner restrict the State's right to reassign or reallocate personnel or positions to meet operational needs prior to determining the vacant position it will attempt to fill under this Article.

Section B. An employee who has successfully obtained a transfer or demotion under this Article shall not be entitled to another transfer or demotion within six (6) months of accepting the new position. However, employees placed on a work improvement plan, or who have a documented suspension placed in their personnel file, shall not be eligible to obtain a transfer under this Article within six (6) months of being placed on the work improvement plan or receiving the discipline.

Section C. The first and second vacancy created by a transfer under this Article and shall be filled by another transfer in accordance with this Article. Any subsequent vacancy(ies) may then be filled from a recall list, by a promotion, demotion, return to status, new hire or another transfer in accordance with this Article.

Section D. Where a transfer under this Article would create a circumstance that would adversely affect the health, safety or welfare of the client population or institution, a vacancy need not be filled under the terms of this Article.

Section E. The State agrees that permanent transfers will not be used as a form of discipline. However, the State retains the right to temporarily transfer an employee for training, retraining, or additional supervision in conjunction with disciplinary action or while investigating whether discipline is appropriate. Such transfer shall be for a reasonable period of time, not to exceed forty-five (45) days, unless extended by mutual agreement.

Section F. Transfer Units

For purposes of this Article, "transfer unit" is defined as follows unless otherwise agreed to by both parties through the labor/management process:

1. Family and Social Services Administration.
 - A. The Central Office of Family and Social Services Administration.
 - B. Each institution (10).
 - C. Family and Children Services Offices by County (92).
 - D. Integrated Field Services by Region (8).
 - E. Vocational Rehabilitation Offices by Region (5).
 - F. Developmental Disabilities Office by Region (3).
2. Department of Health.
 - A. Each of the institutions.
 - B. Central Office.
 - C. Each district or geographic area of assignment (where field personnel are used).
3. Department of Correction.
 - A. Each of the correctional facilities.
 - B. Central Office.
4. Department of Workforce Development.
 - A. Central Office.
 - B. Each Workforce Service Delivery Area (WSA).
5. Department of Revenue.
 - A. Central Office.
 - B. Ameriplex.
 - C. Each District Office.
6. All Other Agencies.
 - A. Central Office.
 - B. Each district or geographic area of assignment (where field personnel are used) .